

Washington
Center for Deaf and Hard of Hearing Youth



February 28, 2020

Washington Center for Deaf and Hard of Hearing Youth

Board of Trustees Meeting Packet

- Agenda
- Board of Trustees contact information
- 2019/2020 school calendar

AGENDA ITEMS

- Board meeting minutes
- Reports
 - Board Committee Report
 - Director – Rick Hauan - To be provided at Board meeting
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Outreach – Kris Ching, Carol Carrothers
- Policies
 - 2000 Student Learning Goals
 - 2005 School Improvement Plan
 - 2020 Course Design, Selection and Adoption of Instructional Material
 - 2027 Agency Ownership of Staff-Created Work
 - 2220 School Calendar
 - Draft of Code of Ethics

INFORMATIONAL ITEMS

- On-campus enrollment data - To be provided at Board Meeting

Washington Center for Deaf and Hard of Hearing Youth Board of Trustees Meeting

Agenda

- 10:00am** Call meeting to order and determine a quorum is present. Approve minutes from the January 24, 2020 Board Meeting.
- 10:15am** Reports:
- Director - Rick Hauan
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Outreach – Kris Ching, Carol Carrothers
- 11:15am** Policy Review Second Read
- 2000 Student Learning Goals
 - 2005 School Improvement Plan
 - 2020 Course Design, Selection and Adoption of Instructional Material
 - 2027 Agency Ownership of Staff-Created Work
 - 2220 School Calendar
- Review Draft Code of Ethics
- 11:45am** Phillips Kitchens to give presentation
- 12:00pm** Lunch
- 12:30pm** Public Comments
- 1:00pm** State Human Resources, Director – Franklin Plaistow
Deputy Chief of Staff – Kelly Wicker
Appearing via Zoom
- 1:30-3pm** “Executive Session pursuant to RCW 42.30.110 (1) (f) “To receive and evaluate complaints or charges brought against a public officer or employee;” and, RCW 42.30.110 (1) (i) “...to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS BOARD OF TRUSTEES

Rick Hauan, Director (360) 418-0400 (rick.hauan@cdhl.wa.gov)
Shauna Bilyeu, Superintendent (360) 418-0402 (shauna.bilyeu@cdhl.wa.gov)

Voting Members	Address	Cong Dist.	Contact Information	Date Apptd.	Term Expires	E-Mail/Fax
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/23	maria.christianson@cdhl.wa.gov
Allie "AJ" Joiner	15806 18 th Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/20	allie.joiner@cdhl.wa.gov
Nancy Sinkovitz	6403 NE 75 th Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/20	nancy.sinkovitz@cdhl.wa.gov
Nita Kamphuis	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	nita.kamphuis@cdhl.wa.gov
Char Parsley	3427 W. 7 th Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	char.parsley@cdhl.wa.gov
Jennifer Acuna	105 National Avenue N. Bremerton, WA 98312	6	(360) 865-2375 (cell) (360) 478-6886	12/17/19	07/01/24	jacuna@oesd114.org
Ariele Belo, Vice Chair	1625 19 th Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/21	arielle.belo@cdhl.wa.gov
Sidney Weldele-Wallace,	19501 SE 332 nd Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/21	sidney.weldele-wallace@cdhl.wa.gov
Nancy Fitta, Chair	512 63 rd Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/20	nancy.fitta@cdhl.wa.gov
Wes Henson	7137 Mirasett St. SW Olympia, WA 98512	10	(360) 628-3639	11/20/19	07/01/24	wesley.henson@cdhl.wa.gov

Agenda Items

WASHINGTON SCHOOL FOR THE DEAF

2019/2020 School Year

July 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

December 19

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May 20

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31						

August 19

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January 20

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June 20

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September 19

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February 20

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October 19

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March 20

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November 19

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April 20

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26	27	28	29	30		

Mark Your Calendars!

Deaf Awareness Week
September 23 - 27, 2019

Homecoming
October 10, 2019

Open House
October 10, 2019

All Star Day
May 28, 2020

Graduation
June 4, 2020

Staff Notes: Safety Training: Aug 19-20
New Employee Orientation: Aug 16

Legend



- First/last day of school
- Non-school days
- Early Release Dates
- Residential Travel days

Red

Early Release: Residential students go to the cottages, day students will ride bus home

September 19; October 17; November 21,
March 19; April 23; May 21

Teacher Planning Days : 11/27/19 & 1/24/20

No day student transportation provided

After School Program

Fall: September 9-October 30
Winter: December 2- January 22
Early Spring: February 10- March 25
Spring: April 13- May 20

Registration Day*	Sunday, August 25, 2019	Mid-Winter Break:	February 17-18, 2020
First Day of School	Monday, August 26, 2019	Spring Break	March 30-April 3, 2020
Labor Day	Monday, September 2, 2019	Memorial Day**	Monday, May 25, 2020
Veterans' Day**	Monday, November 11, 2019	Last Day of School	June 11th, 2019
Thanksgiving Break	November 28-29, 2019		
Winter Break	December 23-January 3, 2020		
Martin Luther King Jr. Day**	Monday, January 20, 2020	*No transportation provided on Registration Day	
President's Day	Monday, February 17, 2020	**Holiday and travel day	

Statewide and School Testing Windows

MAP (Measure of Academic Progress) 2-12th grades

September 30 - October 11
March 16 - March 27

State Testing

Retakes:
October 21-25
May 4 - 8

WCAS (Science for 5th, 8th, 11th grades)

May 18 - 22

Quarters end: 1st Quarter: November 1st, 2019; 2nd Quarter: January 24, 2020;
3rd Quarter: April 10th, 2020; 4th Quarter: June 10th, 2020

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
Board of Trustees Meeting
January 24, 2020**

Board Members:	Maria Christianson	(District #1)
	Allie Joiner	(District #2)
	Nancy Sinkovitz	(District #3)
	Nita Kamphuis	(District #4)
	Char Parsley	(District #5) – Absent (Excused)
	Jennifer Acuna	(District #6)
	Ariele Belo	(District #7) – Absent (Excused)
	Sidney Weldele-Wallace	(District #8) – Absent (Excused)
	Nancy Fitta	(District #9)
	Wes Henson	(District #10)

Executive Director: Rick Hauan
Superintendent: Shauna Bilyeu – Absent (Excused)
Legal Counsel: Tsering Cornell
Recorder: Erica Rader
Interpreters: Judi Webb, Austin Pelkey and Amanda Bray

Guests: Kai Matthews, Business Office Director
Sarah Decker, Lean Program Manager
Kris Ching, Director of Outreach B-3
Carol Carruthers, Outreach K-12

Nancy Fitta, chair, called the Board meeting to order at 9:59am. It was determined a quorum was present. Allie Joiner is running late but should be here shortly.

The Board welcomed new Board member Jennifer Acuna for District #6. She currently works for ESD114. Welcome Jennifer!!

Nancy Fitta provided Jennifer Acuna with a few Board decorum items.

Rick Hauan informed the Board he spoke with Rita Reandeau by phone, and she sends her best wishes to the Board.

Nancy Fitta let the Board know that at the Finance Committee meeting this morning she learned the agency's business operations is on track and in good fiscal health.

Kai Matthews, Director of Business Operations & Technology

Nita Kamphuis would like to know where funds come from in the section "sell of food". Kai advises that not all children get free or reduced lunches. So the funds are received from the students who pay for lunches.

Nancy Fitta let the board know that she attended one of the Finance Forums on 1/23/20 and thought it was very informative.

Nita Kamphuis questioned about the "PARA Support." Kai indicated that funds collected in the 19H account covers any overspent funds relating to Para educators hired to work with students served as partnership students needing 1:1 PARA educator support.

Wes questioned the overspending identified in the Finance Forum packet. Kai advised the Board that overspending in individual departments will be offset when reviewing the overall spending of the agency by the departments who have underspent.

Nancy indicated that it is very important to see the pattern of the ebb and flow of the overspend and underspend, and where offsets will be.

Allie wanted to know if there is a way to create a new category with classification for Para educator for interpreters relating to assignment and pay. Kai advised that a change would need to be considered by "class and compensation" at the state level before any classification can be modified.

Rick Hauan advised the Board that WSD/CDHY has received an inheritance, which includes a house, guitars, small bank account and miscellaneous items from the estate of James Rowland. Rick Hauan will be working with Tsering Cornell to get everything sold and all funds will go to our agency. There are no stipulations on how the endowment is to be used.

Allie Joiner inquired if a trust fund could be set up to protect the money, so the money could be discretionary and used as needed. Rick advised a memorial of some sort will be purchased from the funds to memorialize the family. Nitta Kamphuis asked if the money is considered "state money," and asked if it would be placed in the general fund. Mr. Hauan indicated that all funds will be placed in a local private fund that is not subject to the requirement to return all unspent general funds. Kai indicated the funds will go into a local private fund, and we will work with the AAG to ensure that we follow the rules of the law when using the money.

Outreach – Birth to 5 program Kris Ching, Outreach Director

Kris Ching indicated her written report is in the Board Packet and asked if there were any questions on the report as submitted. Nancy Fitta inquired as to the dates of the annual National Early Hearing Detection and Intervention (EHDI) conference. Kris Ching indicated, this year it will be held in Kansas City, MO on March 7-11, 2020.

Outreach – K thru 12 program, Carol Carrothers

Nancy inquired when the week long Technology deaf camp would be scheduled. Carol indicated the team is now looking at dates in late summer. Outreach leadership is working with Kai Matthews to explore options to help fund the project.

Policy Review

Rick shared with new board members how the policy review procedure works.

Student Learning Goals Policy 2000- New Policy

Wes Henson requested a change to #3 Technology vs Technological – Nancy Sinkovitz will send to Academic Leadership Team to see what term is most widely used and accepted. Wes Henson inquired if “Decision of the School board” Should be changed to “Decision of the CDHY Board” Board concurs with that change.

A discussion ensued regarding formatting Board Policy to include adoption and revision dates. AAG, Tsering Cornell stated tracking of adoption and revisions as well as citing laws, rules and linked policies provides important information to be cited on all policies. Ms. Cornell proposed we follow the format protocol listing all adoption and revision dates on policies we adopt and publish.

Nancy Sinkovitz indicated she pulls the proposed policies from our subscription to the Washington State School Directors’ Association (WSDDA) website and makes changes to make the policy fully applicable to our agency/school. She then sends school related policies to Academic Leadership Team (ALT) for review and additional changes. Following their review Ms. Sinkovitz then forwards the proposed policy to AAG, Tsering Cornell for review.

School Improvement Plan 2005 – New Policy

Nancy Sinkovitz indicated this is a “WSD policy” not a state wide policy.

Nancy Sinkovitz indicated this is an essential policy relating to requirements from the Office of the Superintendent of Public Instruction (OSPI). Tsering Cornell asked if we need to use “Plan and Process.” Her recommendation is that we use one or the other. Process will be removed from the policy as it’s not necessary in this policy.

Rick Huan suggested this approval date should be reviewed in summer before school starts and before next budget cycle.

Nancy Fitta questioned why would we limit the School Improvement Plan to 3 years? The Board decided to leave the policy as presented.

Course Design, Selection and Adoption of Instructional Material 2020 – Rewrite

Nancy Fitta would like to change “evaluated, adapted and developed” to “identify and recommend for adoption.” The change was noted and made.

Agency Ownership of Staff-Created Work – 2027 – New

AAG, Tsering Cornell advised that Agency Policy 4040 does not match with this policy as cited under references. Rick Huan and Wes Henson advise that 4040 aligns with the State policy.

CDHY Board Report

Report from: Rick Hauan

Date: 2/28/2020

What activities/projects have you been doing since our last meeting?

Ongoing meetings

- Governor's Goal Council
- Executive and Small Agency Cabinet
- Education Subcommittee Meetings Monday mornings during Legislative session
- Results Washington leadership meetings
- CDHY Leadership Meetings
- Executive Leadership Team meetings
- CDHY/WSD Leadership Team meetings
- Outreach staff meetings
- Finance Committee meetings

February 2020

- Attended the Council for Exceptional Children (CEC) national conference. I focused my training workshops on impacts to student service in transition, deaf/hard of hearing research for assessment and program review.
- Work with State HR and Deputy Chief of Staff for communication improvements with WFSE and WPEA bargaining units.
- Met with the Executive Director of Hearing Speech and Deaf Center, Executive Director of Listen and Talk, and Education Director for Northwest School for Deaf and Hard-of-Hearing Children to review partner program support for youth served in greater King County and region.
- Early Hearing Detection, Diagnosis and Intervention statewide workgroup addressing qualification for children moving from Early Intervention supports to preschool
- Meeting with Seattle Public Schools plan for continuing the work for the Day School program operated by Seattle Public Schools
- SPS is planning for an in-depth meeting with parents and stakeholders on February 10, 2020. They have requested to work collaboratively in designing the meeting and creating a comprehensive long-range plan for program development and implementation
- Monthly WSDS meeting focusing on coordination of services and providing support to districts, other service providers and families of deaf/hard-of-hearing youth and children.
- MedEL Training presented by Spokane HOPE school, Spokane, WA
- Deaf/Hard-of-hearing collaborative meeting for services provided in the Issaquah, Snoqualmie Valley, Riverview and Tahoma school district cooperative. We are working with the respective boards and Special Education departments to address unmet needs within each district.
- Special Education Directors' meeting ESD 114, Sequim, WA
- Met with CDHY Director of Audiology to discuss Audiology Department future structure
- Labor Management Communication meetings
- Special Education Directors' meeting ESD 101, Spokane WA

- Met several times with Bellingham Special Education Director and Teacher of the Deaf to plan for expansion of services within their district. Consultation includes meeting emergent needs, planning for school year 2020-21 and long-term planning for program development
- Leadership Team is beginning a process of renewal to improve communication agency-wide
- Board of Trustee committee work to support the work of the Board. For example, Finance Committee meetings, Policy Committee review of documents and development and review of proposed policy adoption and development of procedures.

Washington State Center for Deaf & Hard of Hearing Youth Board of Trustees Meeting

Superintendent's Report

February 28th, 2020

- **Enrollment:** Student numbers are steady, with a few more elementary student applications coming in. One WaCAD student left the program. Total enrollment currently stands at 126.
- **Staff updates**
 - Congratulations to two more WSD Nationally Board Certified educators! Librarian Ginger Speranza and Elementary Counselor Wendy Schlitz have earned their national certifications. This brings the CDHY total of NBCT educators to six!
 - We currently have three interns with us: one from Western Oregon University in Michelle Clark's upper elementary class, a Utah State intern with Raye Schafer in kindergarten/1st grade class and a counselor intern from Gallaudet with Amy Blades at the secondary level. They are here through May. We are always happy to place future deaf educators at WSD.
- **Campus Updates**
 - The heat in the auditorium is out. We are currently working on replacing a part. We seem to be having various issues across campus with heating and cooling systems this year.
 - Kai Matthews, DES Consultant Glenn Gipe and I met with Department of Archeology and Historic Preservation (DAHP) on February 13th. It was a productive meeting and we are currently working on re-drafting an old MOU. This necessary piece must be in place before any demolition can occur. One stipulation of the MOU will be a nomination for Northrop School to be added to the list of historically significant buildings in southwest Washington. We are also discussing various mitigation options for different items in the buildings to be demolished. Ideas include keeping and incorporating into the new gym or academic building the glass blocks from Hunter Gym, the beams from the red barn and some of the flooring from Epperson. We will continue to discuss ideas with DAHP. They appear to be in support of our proposed project.
 - We purchased a new internet filter. This replaced the old one that contributed to the catastrophic fail in November. The IT department is working quickly to install it so that students can take iPads to and from home/cottages again.



STATE OF WASHINGTON
**WASHINGTON CENTER FOR
DEAF AND HARD OF HEARING YOUTH**
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Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

TO: Board of Trustees - Finance Committee, WA Center for Deaf & Hard of Hearing Youth

FROM: Kai Matthews, Director of Business Operations

CC: Rick Hauan, Executive Director
Erica Rader, Executive Assistant
Shauna Bilyeu, Superintendent Washington School for the Deaf
Jessica Sydnor, Director of Human Resources
Carol Carrothers, Director of K-12 Outreach Services
Kris Ching, Director B-5 Outreach Services

DATE: February 21, 2020

SUBJECT: January 2020 Monthly Financial Status Report

To the Finance Committee,

For the first month of the new calendar year the Washington Center for Deaf and Hard of Hearing Youth incurred \$1,068,410 in expenditures compared to a budget of \$1,470,320. Results of operations produced a \$401,910 underspend for the month. The underspend in January stems from reimbursements related to the Washington Sensory Disability Services (WSDS) program, and regular operations producing a \$109,000 underspend. Currently CDHY maintains a positive \$1,413,562 budget balance and is projected to end the year with an estimated \$148,348 in general fund resources.

Revenues for January total \$67,036 which is \$4,006 (5.6%) less than projected. Lower payments from education services is the primary driver of the revenue variance for January. Forward looking reports show that revenue for February may marginally miss expectations. Enclosed you will find numerous reports accompanied by managements discussion and analysis of the January financial activity which offers greater insight into the dollar figures referenced above.

Please feel free to reach out to me directly if you have any questions or need additional information.

Kai Matthews /s/
Director of Business Operations
Washington Center for Deaf & Hard of Hearing Youth
Washington School for the Deaf
Office: 360-418-4326 Cell: 360-607-4814
kai.matthews@cdhy.wa.gov

Washington Center for Deaf Hard of Hearing Youth Agency Projection Summary

Fund Level Projections & Scenarios				As of: January 2020 FM07		
	Base Projection			Adjustments		
	Total Budget	Proj. Expense	Yr End (1)	Proviso	#	Yr End (2)
State General Fund						
AB - Campus	\$12,319,000	\$12,362,239	(\$43,239)	\$179,488	A	\$136,249
CB - Outreach	\$2,007,000	\$1,815,413	\$191,587	(\$179,488)	A	\$12,099
Total State General Fund	\$14,326,000	\$14,177,652	\$148,348	\$0		\$148,348
CDHY Account						
990 - 19H Account	\$65,791	\$0	\$65,791	\$1,134,209	B	\$1,200,000
Pension Fund Stabilization Account						
PS0 - Pension Fund Transfer	\$364,000	\$364,000	\$0	\$0		\$0
Industrial Premium Refund Account						
03K - Funds	\$45,953	\$45,953	\$0	\$0		\$0
Total Resources	\$14,801,744	\$14,587,605	\$214,139	\$1,134,209		\$1,348,348

Operating Segment Projections & Scenarios (All Funding Sources)

Segment	Title	Total Budget	Proj. Expense	Yr End (1)	Notes		
ADMN	Agency Administration	\$1,468,960	\$1,407,814	\$61,146	No Cost Adj.	A	\$61,146
TECH	Technology Services	\$633,803	\$599,869	\$33,934	No Cost Adj.	A	\$33,934
ACAD	Academic Services	\$4,894,912	\$4,896,734	(\$1,822)			(\$1,822)
LIFE	Student Life Services	\$2,330,399	\$2,373,799	(\$43,400)			(\$43,400)
TRNS	Transportation Services	\$739,412	\$903,241	(\$163,829)			(\$163,829)
FAMT	Facilities & Maintenance	\$812,609	\$817,277	(\$4,668)			(\$4,668)
FOOD	Nutrition Services	\$419,696	\$442,948	(\$23,252)			(\$23,252)
AGEN	Agency Wide Expenses	\$1,402,256	\$1,262,378	\$139,878			\$139,878
OUTR	Outreach Services	\$2,099,697	\$1,883,545	\$216,152	No Cost Adj.	A	\$216,152
Total		\$14,801,744	\$14,587,605	\$214,139			\$214,139
				Adjust. B	19H Revenue		\$1,134,209
				Adjusted Total			\$1,348,348

Notes and Comments:

- A Adjustment A represents cost transfers from services provided by central service departments such as the business office, payroll and IT support.
- B Adjustment B represents anticipated revenues and the initial account balance of 19H. This adjustment ensures all anticipated resources in the 19H account are disclosed.

Note the cash balance in the 19H account as of 2/21/2020 is \$924,979.38 and these resources do carryover to next year.

Washington Center for Deaf Hard of Hearing Youth
Fund Level Financial Summary

Fiscal Month 07 - January 2019

Expenditure Summary

Current Month					Year to Date				
Account Name	Code	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	Remaining	
General Fund - Campus	001	\$942,664	\$1,025,804	(\$83,140)	\$7,670,866	\$7,311,858	\$359,008	\$5,007,142	
General Fund - Outreach	001 *	\$526,956	\$42,606	\$484,350	\$2,227,185	\$1,238,423	\$988,762	\$768,577	
CDHY Account	19H	\$700	\$0	\$700	\$65,791	\$0	\$65,791	\$65,091	
Pension Fund Account	489	\$0	\$0	\$0	\$0	\$0	\$0	\$364,000	
Industrial Insurance Account	03K	\$0	\$0	\$0	\$45,953	\$45,953	\$0	\$0	
Total		\$1,470,320	\$1,068,410	\$401,910	\$10,009,795	\$8,596,234	\$1,413,561	\$6,204,810	

* Indicates narrative information is available in the MFSR letter or Managements Discussion and Analysis.

CDHY Account - 19H Revenue Summary

Current Month				Year to Date			
Revenue Source	CM Budget	CM Revenue	Variance	YTD Budget	YTD Revenue	Variance	Accumulative
Outreach Services	\$53,892	\$53,013	(\$880)	\$244,968	\$340,421	\$95,453	\$340,421
Academic Services	\$15,900	\$11,900	(\$4,000)	\$99,300	\$85,789	(\$13,511)	\$85,789
Interpreter Services	\$0	\$0	\$0	\$820	\$1,321	\$501	\$1,321
Transportation Services	\$1,250	\$1,300	\$50	\$6,250	\$17,950	\$11,700	\$17,950
Food Sales	\$0	\$704	\$704	\$0	\$5,073	\$5,073	\$5,073
Facility Rentals	\$0	\$120	\$120	\$0	\$2,980	\$2,980	\$2,860
Total	\$71,042	\$67,036	(\$4,006)	\$351,338	\$453,533	\$102,195	\$453,414

* Indicates narrative information is available in the MFSR letter or Managements Discussion and Analysis.

19H Account Balance Summary

Opening Balance	\$770,225
CM Revenue	\$67,036
CM Expenditures	\$0
Closing Balance**	\$852,862

**Note closing balance may not equal open balance plus revenue to due the timing of cash receipts.



Washington Center for Deaf Hard of Hearing Youth
Organizational Level Financial Summary
Fiscal Month 07 - January 2019
Expenditure Summary

Organizational Component	Current Month			Year to Date				
	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	Unspent	Unspent%
Academic Services	\$384,764	\$392,048	(\$7,284)	\$2,893,774	\$2,846,511	\$47,263	\$2,008,899	41.4%
Administrative Services	\$117,647	\$94,105	\$23,542	\$878,925	\$680,524	\$198,401	\$781,836	53.5%
Agency Wide Expenses	\$72,723	\$103,251	(\$30,528)	\$732,738	\$765,949	(\$33,211)	\$659,837	46.3%
Facilities & Maintenance	\$65,182	\$58,936	\$6,246	\$496,849	\$526,612	(\$29,763)	\$285,997	35.2%
Nutrition Services	\$40,436	\$44,432	(\$3,996)	\$267,038	\$271,930	(\$4,892)	\$138,766	33.8%
Student Life Services	\$209,672	\$204,525	\$5,147	\$1,346,799	\$1,418,695	(\$71,896)	\$909,204	39.1%
Outreach Services	\$527,565	\$50,217	\$477,348	\$2,299,357	\$1,245,272	\$1,054,085	\$850,044	40.6%
Technology Services	\$37,063	\$16,802	\$20,261	\$430,788	\$393,996	\$36,792	\$235,807	37.4%
Transportation Services	\$15,177	\$104,097	(\$88,920)	\$663,527	\$447,216	\$216,311	\$292,196	39.5%
Total	\$1,470,229	\$1,068,413	\$401,816	\$10,009,795	\$8,596,705	\$1,413,090	\$6,162,586	41.8%

* Indicates narrative information is available in the MFSR letter or Managements Discussion and Analysis.

Academic Services	Superintendent, Academic Administration, Certificated Academic Staff, Teacher Assistants, WSD Library, Curriculum & Development, and other related services.
Administrative Services	Directors Office, Business Office, Human Resources, Board of Trustees, and Agency Contingency.
Agency Wide Expenses	Interpreter Department, Central Service Billing Charges, and General Agency Wide Costs.
Facilities & Maintenance	Facilities Administration, Custodial, and Maintenance.
Nutrition Services	Nutrition Services Administration and Nutrition Services Staff.
Student Life Services	Residential Administration, Student Life Counselors, Athletics and Recreation, Nurses, and Post High School Coordinator.
Outreach Services	Outreach Administration, Outreach Staff, Early Learning Staff, Outreach Technology, Outreach Interpreting, Washington Sensory Disability Services (WSDS).
Technology Services	Technology Support Staff, Recurring Technology Costs, Student Learning.

Monthly Financial Status Report – January 2020 FM7

Managements Discussion and Analysis

Fund Level Analysis

001 – The General Fund

The budget for the general fund for FM7 is \$1,469,620 and expenditures for the same time period total \$1,068,410. The surplus of \$401,210 for January is caused primarily by additional budget front loading for the Washington Sensory Disability Services Program (WSDS), and the recovery of expenditures for prior moth's WSDS expenses.

The general fund recorded no revenue in January. The general fund recorded \$291,322 in expense recoveries related to WSDS, national school lunch program, and grants from OSPI to the Washington School for the Deaf.

19H – CDHY Account

The CDHY account recorded no expenditures in January and \$67,036 in revenues. All of the revenue was collected in cash in January in addition to another \$15,601 in previously billed but not paid invoices. This increased the account balance to \$852,862.

<i>19H Account Balance Summary</i>	
Opening Balance	\$770,225
CM Revenue	\$67,036
CM Expenditures	\$0
Closing Balance**	\$852,862

489 – Pension Fund Stabilization Account

The pension fund stabilization account incurred no expenditures in the current reporting period, and will not record any expenditures until June of 2020.

03K – Industrial Insurance Premium Refund Account

In November \$45,953 was added to CDHY's budget for workplace safety. Expenses from the Campus general fund and Outreach general fund were transferred to this account. No new expenditures will occur in this account for the remainder of the year.

651 & 800 – Pupil & Trust Accounts

Pupil and Trust accounts represent donation and student funds held in trust by the state as regular course of business. These accounts include donations for students and staff activities, grants held for specific purposes, student lunch money, and other school related club accounts (athletic, performing arts, etc.). In January Pupil and Trust accounts deposited \$1,303 and withdrew \$2,365. Currently these accounts have a \$227,269 balance.

Note: December's report included an incorrect balance of \$220,256 the correct balance for December is \$228,331.

Organization Level Analysis

Outreach Services.

The outreach services segment has two positive factors impacting the agency budget in January. The first is additional funding front loaded in January for WSDS programs which increased the budget of the outreach services segment temporarily. The second factors is the recovery of prior months expenditures related to the WSDS program. In February CDHY anticipates recovering \$101,000 for WSDS programs.

Nutrition Services.

The nutrition services segment saw a relatively large increase in the segments operating costs due to a leave buyout for staff that are no longer employed by CDHY. These costs are minimal relative to the agency budget.

Transportation Services.

The transportation services department has large overspends that range from \$85,000 to \$101,000. Based on current trends it is estimated by April this segment will enter into negative budget territory. Additional resources are being allocated to cover anticipated costs.

Program Level Analysis

01541 – Outreach Technology

Accounting corrections in January for equipment purchased earlier in the year have caused this budget area to be overspent for the year. Not additional equipment expenditures will occur without an offsetting resource identified.

02290 – Related Services

grants represent \$20,575 of the current month overage. Overtime as a percent of classified staff salary is .89% (goal is less than 2.0%). The below table offers additional detail related to payroll costs.

Pay Category	Budget	Expense	Variance
Higher Education Classified*	\$ -	\$ 1,713	\$ (1,713)
Overtime and Call-Back	\$ -	\$ 5,742	\$ (5,742)
Sick Leave Buy-Out	\$ -	\$ 2,538	\$ (2,538)
State Classified	\$ 617,243	\$ 641,652	\$ (24,409)
State Exempt	\$ 82,637	\$ 80,295	\$ 2,342
State Other**	\$ -	\$ 6,232	\$ (6,232)
Terminal Leave	\$ -	\$ 3,226	\$ (3,226)
Grand Total	\$ 699,880	\$ 741,398	\$ (41,518)

*CDHY employs no higher education classified staff, this is coding correction that will be processed in January.

** State other category is for salary related expenses for WSDS grants that are to be reimbursed by OSPI. Going forward these costs will all be recorded in object C.

B – Benefits and Payroll Taxes

Benefits and payroll taxes have a budget of \$288,599 for January. Actual benefits expenses of \$293,376 resulted in an overspend of \$4,777. Benefits costs for January also include \$2,994 that are related to grant reimbursements.

Note: Many benefit cost components are relative to salary expenses (when salary costs rise there should be an anticipated increase in benefits costs as well).

C – Contracts

The contracts category was recently added to assist with accounting for WSDS agreements. Due to the state accounting structure object C is now being used to monitor and report reimbursable expenses to OSPI.

E – Goods and Services

The budget for goods and services is \$449,368. In January additional resources related to WSDS were added to the agency budget and resulted in an underspend of \$123,661.

G – Travel Expenses

Travel expenditures for the month total \$33,272 out of a budget of \$28,975. The bulk of the current month's overage is offset by a frontloaded budget. This category maintains a positive budget balance year to date.

J – Capital Outlays

Charges to capital outlays for the month total \$1,892. All charges are related to standing desks for administrative support staff.

N – Grants and Benefits

This category incurred \$101,082 in expenditures in January and has a year-to-date positive budget variance of \$152,957. The bulk of the current month's overage is offset by a frontloaded budget however, based on current trends is expected to exceed its budget this year.

S – Interagency Reimbursements

CDHY recovered \$291,322 in expenditures in January. Recoveries include \$238,613 in OSPI grants for both WSDS and WSD, \$3,645 from the national school lunch program reimbursement, and \$49,064 for the interpreter mentor program.

End of Managements Discussion and Analysis

2020 Fiscal Note Tracker

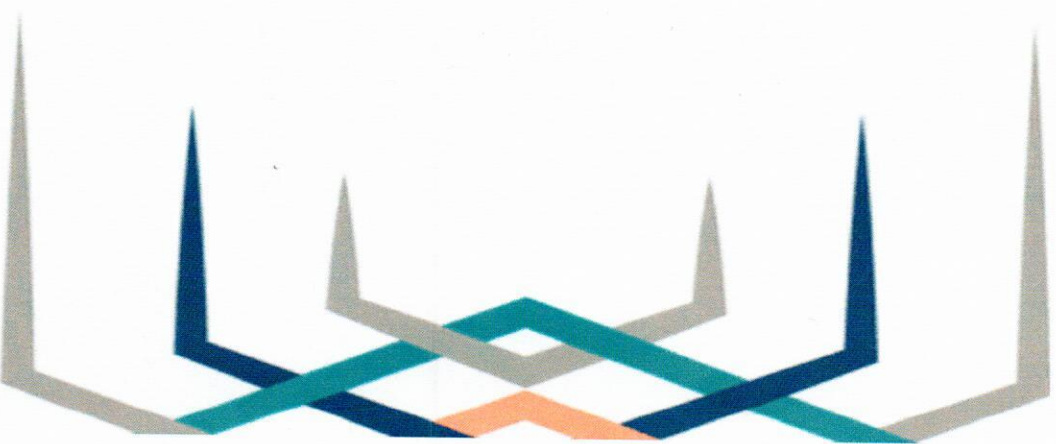
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СДНУ

Board Travel Basics

Washington Center for Deaf and Hard of Hearing Youth

February 28, 2020



Board Travel – The ground rules!

Revised Code of Washington (State Law)

- RCW 72.42.060 – Board Travel Expenses
 - RCW 43.03.050 – Per Diem, Lodging and meals with meetings.
 - RCW 43.03.060 – Mileage
- Defines *what, who and why* we can legally reimburse board members for related to travel.

State Administrative & Accounting Manual (SAAM)

- Chapter 10.70
- Published Rates (Federal Government, Office of Financial Management).
- Provides guidance on *how* reimbursements should happen, at *what rates* reimbursements are made, and the *general rules*.



Lodging

- Lodging – The cost of hotels for overnight stays.
 - Remember to always ask for the government rate!
 - If the government rate is not available, you can send an email to the business office, or the agency Executive Assistant and we will get an exception letter. Please be sure to notify agency staff before you book your room.
 - What about taxes? Yes taxes are reimbursable.
- Please note that board members must reserve their own rooms.



Mileage




- Mileage
 - The cost of using your privately owned vehicle to attend meetings in the official capacity as a board member.
 - Reimbursements are calculated at 57.5¢ per mile driven from your home to the location of the meeting.

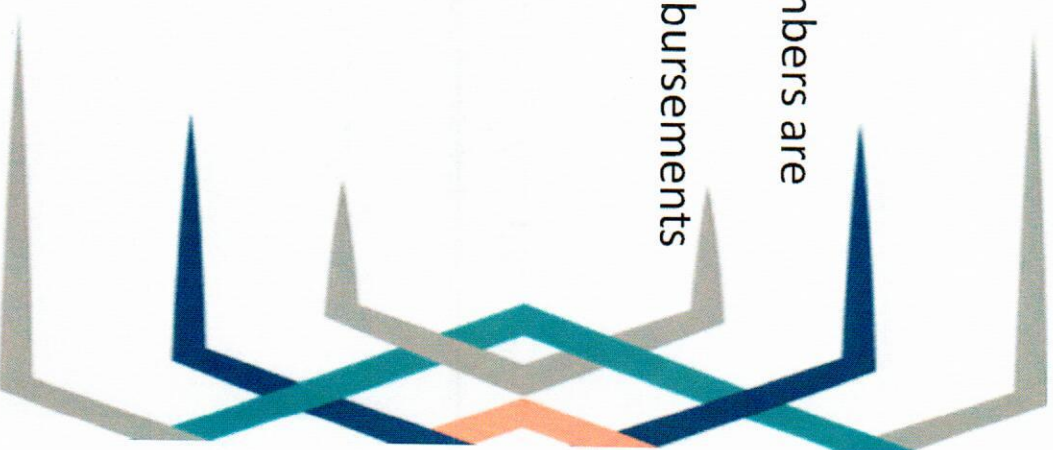


Meals

- Meals
 - Board members are normally entitled to per diem as board members are reimbursed like employees.
 - CDHY provides meals with board meetings in place of meal reimbursements to board members.

The mission of the nutrition services department is to provide safe, nutritional meals to the students of WSD while delivering exceptional customer service to all guests.

		
Safety First <ul style="list-style-type: none">• Follow Standard Operating Procedures• Prepare and Serve meals in a safe manner.• Use teamwork to support best practices!	Nutritious Food <ul style="list-style-type: none">• Procure food from the best source possible.• Build menus with variety.• Make the meal appealing!	Customer Service <ul style="list-style-type: none">• Be flexible whenever possible.• Timely service is great service.• Solve for yes.• Always serve with a SMILE!



Airfare

- Flights
 - No board members should make flight arrangements using a private carrier for board meetings.
 - CDHY utilizes state contracts that offer a lower cost, and the agency travel coordinator or Executive Assistant can assist with making travel arrangements.



Process Reminders!

- No more A40's!
- New reimbursement form provided in your packet
- Please communicate, early, often, and with the key players.

AGENCY TRAVEL FORM - REQUEST FOR PAYMENT			
Name: <u>Doc, Jane</u>			
Mailing Address: _____			
Location of Travel: <u>Vancouver, WA 98661</u> <input type="checkbox"/> Out of State, authorized prior			
Purpose of Travel: <u>Attend an awesome BOT Meeting</u>			
Departure Date: <u>12-12-19</u>		Departure Time: <u>6:00 am</u>	
Return Date: <u>12-12-19</u>		Return Time: <u>5:30 pm</u>	
MODE OF TRAVEL - Attach receipts for all expenses over \$50.00 <input type="checkbox"/> Plane <input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Privately Owned Vehicle <input type="checkbox"/> Taxi/Shuttle <input type="checkbox"/> Other _____			
Fares: Plane, \$ _____ Rental, \$ _____ Taxi, Etc. \$ _____ Fees: Parking, \$ _____ Baggage, Etc. \$ _____		POV Mileage - no receipts required Round Trip: <u>200 miles</u> Point to Point: _____ Vicinity: _____	
PER DIEM - Lodging & Meals			
Entitled Meals: <input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Waived <small>must stay overnight or meet the 11 hour rule to be eligible for meals</small>		Lodging (receipt required): <input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Over per diem, authorized prior	
Signature of Traveler: <u>Jane Doe</u>			
Date: <u>12-12-2019</u>			
Signature of Approval: _____			
Date: _____			



Questions?



Washington State Center for Deaf & Hard of Hearing Youth Board of Trustees Meeting

Report by Kris Ching

Date 2/12/20

Outreach Report: Early Childhood, Birth-to-5

Family Events:

- January 21 – Pasco Tri-Cities Deaf Family Night
- January 23 – Salish Sea Deaf School Family Night
- February 8 – WA Hands & Voices – Leading Edge Gymnastics Academy event
 - <https://www.facebook.com/wahandsandvoices>
- February 11 – Wenatchee Family Night
- February 20 – Salish Sea Deaf School Family Night
- February 20 – Pasco Family Night
- March 10 – Wenatchee Family Night
- March 14 (Saturday) WA Hands & Voices Parent/Family Workshop 10AM - 1PM – Pasco Tri-Cities
- March 16 Hands On Children's Museum in Olympia 3-5 PM (WA Hands & Voices)
- March 20 Pasco-Tri-Cities Deaf Family Night 5:30 - 7:30 PM

January 22 – Kris participated in a webinar on Equity Training provided by the Preschool Inclusion Collaboration Team (PICT). The presenter was excellent, focusing on the history of race in the US, equity issues in our current society, and how to build common language regarding racial equity terms. Discussion and information on why racial equity is important - especially when we talk and plan for preschool inclusion.

January 23 & 30 – During legislative session, the State ICC Public Policy and Finance Committee members participate in weekly call-in meetings with Frank Ordway, DCYF Director of Government Affairs and Community Engagement, to keep informed and up to date specific to early learning legislative activity. Kris serves on the Public Policy committee and participates in weekly legislative update meeting calls, as well as monthly committee meetings.

We are currently following SHB 2787 (alive and moving forward) and SSB 6547 (now dead) *“Completing the transfer of the early support for infants and toddlers program from the office of the superintendent of public instruction to the department of children, youth, and families.”* This bill has moved through appropriations and has been sent to Rules 2 Review. This is regarding IDEA Part C funding being transferred from OSPI to DCYF-ESIT. <http://lawfilesexternal.wa.gov/biennium/2019-20/Pdf/Bills/House%20Bills/2787-S.pdf?q=20200212144656>

January 28 - Outreach Team meeting at CDHY Tacoma office

January 29 – Visit Bremerton D/HH preschool program (under OESD) Kerianne Christie and Kris Ching are supporting the new TOD, Erin Sullivan, who is currently enrolled in WOU's Deaf Education Master's program.

February 5 – Birth-3 State Agencies meeting in Olympia at Dept of Children Youth & Families (DCYF) Early Supports for Infants & Toddlers (ESIT) Part C agency for WA State. This group includes CDHY, WSSB, WSDS Deaf-Blind Project, EHDDI, ESIT, ODHH, and DSB. Kris facilitates this quarterly meeting and Kerianne is the notetaker. Conversations continue as these State agency program leads work together to solidify data on Part C services for young children who are D/HH, B/VI, or DB and their families.

February 6 - All-day EHDDI Advisory Committee meeting in Kent. Focus is on transition to preschool and SPED eligibility criteria for children who are D/HH. Debbie O'Willow and Karen Philo-House presented about ODHH new Family Mentor Program. Rick and Kris serve on the advisory committee.

February 11 - Outreach team members Shawn Broderick, Cathy Corrado, and Kalani Cox presented Deaf 101 training in Sunnyside School District. The training was supported by the SPED director and well attended by staff, including the local Inspire Preschool program staff.

February 21 - Spokane HOPE School is hosting an all-day training from Med-El "Communication Development for Children who are Deaf and Hard of Hearing: Therapy & Assessment" Kris is attending

February 28 – Kris and DeEtte Snyder, WSSB birth-3 director, are providing the 3 Pronged Approach to Hearing & Vision Screening for Infants & Toddlers training at Hope Sparks in Tacoma

Washington State Center for Deaf & Hard of Hearing Youth Board of Trustees Meeting

Report by Carol Carrothers

Date 2/18/20

What activities/projects have you been doing since our last meeting?

2/18-2/21 Cheryl Reminder from NTID, National STEM trainer for Interpreters, Charlene Williams, Mentorship Coordinator and myself attended Yakima ESD, Renton ESD, Tumwater ESD and Pasco ESD to share a presentation about the Complexities of Interpreting. We gave each director a copy of the new NAIE (National Association of Interpreters in Education) Professional Guidelines for Interpreting in Educational Settings and two small inserts explaining interpreting supports for districts related to interpreting and another explaining how they can download the NASDSE report Optimizing Outcomes for Students who are Deaf or Hard of Hearing. Approximately 150 directors received the information.

Made visits to four school districts. I like to have time to visit some students with other consultants. In this situation it was Kalani Cox. It's good to keep up to date with student needs.

2/10 Seattle Parent meeting. This is the first parent meeting Seattle had for the year. It was a positive meeting for the first time. Nicole Fitch and Concie Pedroza are heading up a committee to look specifically at the needs of the DHH population. They have committed to hiring a Supervisor with principal credentials to start July 1st. They hope to hire a Deaf individual. Alex, the Vice Principal has invited me to attend TOPS meeting January 26th to try to listen to the current needs and make immediate needed changes.

Family Camp planning is underway. The registration forms have been emailed out to everyone who has attended camp previously and all listservs as well. Our Deaf Magician had to cancel. I am scrambling to find a replacement.

Flyers announcing Robotics workshop May 11-14 in four different location has gone out across the state. We must have a minimum of 30 students to make August camp a go.

What is on your horizon (include dates)?

Describe how you plan on collaborating and with whom?

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

POLICY: 2000

Adopted:

SUBJECT: **Student Learning Goals**

Approved by:

Nancy Fitta, CDHY Board of Trustees Chair

Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD). A basic education is an evolving program of instruction that is intended to provide WSD students with the opportunity to become responsible ASL-English bilingual and respectful global citizens, to contribute to their economic well-being and that of their families and communities, to explore and understand different perspectives, and to enjoy productive and satisfying lives. With the involvement of parent and community members, the goal of WSD is to provide opportunities for every student to develop the knowledge and skills essential to:

1. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
3. Think analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and finance and how performance, effort, and decisions directly impact future career and educational opportunities.

These goals will be placed within a context of a performance-based educational system in which high standards are set for all students. Parents are primary partners in the education of their children, and students take responsibility for their learning. How instruction is provided to meet these learning goals is the decision of the board and CDYH Administration. An assessment system for determining if students have successfully learned the essential academic learning requirements based on the student learning goals will be adopted by CDHY, as required by state law.

Legal References:

RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions

RCW 28A.150.210 Basic education— Goals of school districts

RCW 28A.655.010 Washington commission on Student Learning — Definitions

Management Resources: Policy News, October 2007 Basic Education Act
Revisions

Adoption Date:

Revised Dates:

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

POLICY: 2005

Adopted:

SUBJECT: School Improvement Plan

Approved by:

Nancy Fitta, CDHY Board of Trustees Chair

Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD). WSD will develop and adopt a school improvement plan, with annual review for progress and necessary changes. WSD will submit its plan to the board of trustees by *June 30* of each year for initial approval and annual review.

The school improvement plan will be data driven and will promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals and essential academic learning requirements, and the achievement of nonacademic growth in areas such as public speaking, leadership, interpersonal relationship skills, teamwork, self-confidence, social-emotional growth, and resiliency. The intent is that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic well-being and that of their families and communities, and to enjoy productive and satisfying lives.

The school improvement plan will be based on a building self-review that includes the active participation and input of building staff, students, parents and community members.

The improvement plan will address the following elements:

- A. Characteristics of effective schools as identified by the Office of the Superintendent of Public Instruction and the educational service district (a plan may focus on one or several of the characteristics for up to three years);
- B. Safe and supportive learning environments;

- C. Educational equity factors including gender, race, ethnicity, culture, language, and physical and mental ability;
- D. Use of technology;
- E. Parent and community involvement; and
- F. Other factors identified by the school community for inclusion in the plan.

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act will constitute sufficient compliance with this policy.

Legal References: RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions
WAC 180-16-220 Supplemental basic education program approval requirements

Management Resources: Policy News, October 2002 State Board Requires Annual School Plan

Adoption Date:

Revised Dates:

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

POLICY: 2020

Adopted: February 10, 2005

SUBJECT: Course Design, Selection and Adoption of Instructional Material

Approved by:

Nancy Fitta, CDHY Board of Trustees Chair

Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD). WSD recognizes its responsibility for the improvement and growth of the educational program of the school. To this end, the course designs at the school shall be evaluated, adapted and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

I. Definitions

For the purpose of policy and procedure 2020, the following definitions will apply:

1. **Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.
2. **Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:
 - a. **Core Instructional Materials** are the primary instructional resources for a given course. They are Board approved and provided to all students to help meet learning standards and provide instruction towards course requirements.

- b. Supplemental Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content.

II. Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with:

1. Applicable state and federal laws;
2. Goals and/or learning standards of the district and state; and
3. Procedures established by the instructional materials committee which address the criteria detailed in the corresponding procedure 2020P.

The Board of Trustees is responsible for the adoption of all core instructional materials used in the school.

The Superintendent, or designee, will establish procedures to identify and recommend core instructional materials using criteria around evidence-based practices.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is available for public review either in-person or online.

The superintendent may delegate some or all the responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the professional staff of the school. Staff will rely on reason and professional judgment in the selection of high-quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

Cross References: 2027 - District Ownership of Staff-Created Work

Legal References: RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions

RCW 28A.150.230 District school directors' responsibilities

RCW 28A.320.230 Instructional materials — Instructional materials committee

RCW 28A.320.170 Tribal history and culture [as amended by SSB 5433]

RCW 28A.405.060 Course of study and regulations — Enforcement — Withholding salary warrant for failure

Chapter 28A.640 RCW Sexual Equality

WAC 180-44-010 Responsibilities related to instruction

WAC 392-190-055 Textbooks and instructional materials — Scope — Elimination of bias

Management Resources: 2015 - December Issue

Adoption Date: February 10, 2005

Revised Dates:

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

POLICY: 2027

Adopted:

SUBJECT: **Agency Ownership of Staff-Created Work**

Approved by:

Nancy Fitta, CDHY Board of Trustees Chair

Consistent with federal law, the Board affirms that the original works of authorship created by staff members within the scope of employment for use in the Agency's school and programs is generally "work made for hire" and owned by the Agency. Work created by Agency employees that is "work made for hire" is also a public record and publicly accessible under Chapter 42.56 RCW and the Agency's Policy 4040.

In determining whether original work created by staff is "work made for hire" created within the scope of a staff member's employment, the Executive Director will consider the following:

- A. whether the work is of the kind the employee is employed to perform;
- B. whether the work occurred substantially within authorized time and space limits;
- C. whether the work was motivated, at least in part, by a purpose to serve the school; and
- D. whether the employee prepared the materials on his/her own initiative without any prompting, direction, or supervision by superiors.

The Executive Director will establish implementing procedures to determine whether work created by agency employees for use in the agency, school and programs is, in fact, "work made for hire." Agency procedures will also provide a mechanism for employees to request permission to retain ownership of original works of authorship that were created within the scope of their employment, and for grieving a decision by the Agency if that request is denied.

Cross References: 2020 – Course Design, Selection and Adoption of Instructional Materials
2022 – Electronic Resources
2025 – Copyright Compliance
4040 – Public Access to Agency Records

Legal Reference: 17 U.S.C. 101 et seq. Copyright Act of 1976

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

POLICY: 2220

Adopted:

SUBJECT: School Calendar

Approved by:

Nancy Fitta, CDHY Board of Trustees Chair

Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD).

In order to permit WSD staff, students and parents to make plans for their own work and vacation schedules, the Superintendent will adopt and publish a school calendar by June 1 for the following school year. Following Superintendent action, staff, students, parents and community members will be advised of the school calendar.

Legal References: RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions
RCW 28A.150.203 Definitions
RCW 28A.150.220 Basic Education – Minimum instructional requirements – Program accessibility – Rules
WAC 180-16-215 Minimum 180 school day year

Adoption Date:

Revised Dates:

Washington Center for Deaf and Hard Of Hearing Youth

Board of Trustees' Code of Ethics

The Board of Trustees (Board) of the Washington Center for Deaf and Hard-of-Hearing Youth (CDHY) has adopted the following Code of Ethics (Code) for its Board Members. This Code is intended to focus Board Members on areas of ethical risk, provide guidance to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, foster a culture of honesty and accountability, deter wrongdoing and promote fair and accurate disclosure and financial reporting. The Code is not intended to override any applicable laws or any obligations pursuant to CDHY's Bylaws, Conflicts of Interest Policy or any other applicable policies.

No code can anticipate every situation that may arise. Accordingly, this Code is intended to serve as a source of guiding principles and not absolute directives. Generally, however, the goal is to ensure that Board Members strive to foster CDHY's Mission and the Board's purpose and goals in an ethical manner. The Board's purpose and goals are set forth in Article II of CDHY'S Board Bylaws.

A. General Statement of Expectation

1. Each Board Member is expected to adhere to a high standard of ethical conduct and to act in accordance with CDHY'S Mission, Core Values and Commitments. The good name of CDHY depends upon the way Board Members conduct business and the way the public perceives that conduct. Unethical actions, or the appearance of unethical actions, are not acceptable. Board Members are to be guided by the following principles in carrying out their responsibilities. Note, however, that this Code summarizes such principles and nothing in this Code should be considered as limiting duties, obligations or legal requirements with which the Board Members must comply.
 - **Loyalty.** Board Members should not be, or appear to be, subject to influences, interests or relationships that conflict with the interests of the CDHY agency or its ability to operate for the benefit of the CDHY community. Board Members shall act to protect CDHY'S interests and those of its students, staff members, assets and legal rights, and Board Members shall serve the interests of the agency.
 - **Care.** Board Members shall apply themselves with seriousness and diligence to participating in the affairs of the Board and its committees and shall act prudently in exercising oversight of CDHY and shall be attentive to legal ramifications of his or her and the Board's actions. Board Members are expected to be familiar with CDHY'S provided services and the environment in which the agency operates, and understand CDHY'S plans, policies, strategies and core values.

- **Inquiry.** Board Members shall take such steps as are necessary to be sufficiently informed to make decisions on behalf of CDHY and to participate in an informed manner in the Board's activities. Board Members are expected to attend all meetings of the Board as outlined in the CDHY Board of Trustees Bylaws, Article V.
- **Compliance with Laws, Rules and Regulations.** Board Members shall comply with all laws, rules and regulations applicable to CDHY.
- **Observance of Ethical Standards.** Board Members must adhere to the highest of ethical standards in the conduct of their duties. These include honesty, fairness and integrity.

B. Integrity of Records and Public Reporting

Board Members should promote the accurate and reliable preparation and maintenance of CDHY'S financial and other records. Diligence in accurately preparing and maintaining CDHY'S records allows CDHY to fulfill its reporting obligations and to provide stakeholders, governmental authorities and the general public with full, fair, accurate, timely, understandable, open and transparent disclosure.

C. Conflicts of Interest

Board Members must act in accordance with the CDHY Board of Trustees Bylaws, Article XI, Conflicts of Interest, adopted by the CDHY Board.

D. Opportunities

Board Members are prohibited from: (a) taking for themselves personal opportunities related to CDHY'S operations; (b) using CDHY'S property, information, or position for personal gain. Board Members shall exercise prudent judgment to avoid the appearance of improper influence when offered opportunities, gifts or entertainment.

E. Confidentiality

Board Members should maintain the confidentiality of information entrusted to them by CDHY as confidential and any other confidential information about CDHY, its operations, customers or suppliers, which comes to them, from whatever source, except when disclosure is authorized or legally mandated. For purposes of this Code, "confidential information" includes all non-public information relating to CDHY, its students, staff, customers, operations or suppliers.

F. Board Interaction with the Community and Media:

- The Board recognizes that members of the CDHY community, CDHY constituency groups and the public at large have significant interests in CDHY'S actions and governance and therefore the Board seeks to ensure appropriate communication, subject to concerns about confidentiality.
- The Board notes that the Executive Director speaks for the CDHY agency, consistent with applicable policy.
- If comments from the Board to the community and/or Media on behalf of CDHY are appropriate, they should be reviewed and discussed by the Board in advance, and, in most circumstances, come from the Chair of the Board.

G. Enforcement

Board Members will discuss with the Chair of the Board any questions or issues that may arise concerning compliance with this Code. Breaches of this Code, whether intentional or unintentional, shall be reviewed by the Board Chair or any sub-committee established by the Board Chair (excluding any Board Members whose breaches are under review), which, if necessary, shall make recommendations to the full Board for corrective action. Serious breaches of this Code may be cause for a recommendation of dismissal of the Board Member committing the infraction in accordance with CDHY'S Bylaws and applicable law.

H. Affirmation

All Board Members shall read this Code at least annually and shall certify in writing that they have done so and that they understand the Code.

I. Review

This Code may be reviewed periodically by the Board Policy Committee, which shall make recommendations to the full Board regarding changes to or rescinding of the Code, as deemed appropriate.

Board member signature

Date

Informational Items

Washington School for the Deaf

Enrollment Information

Month: As February 28, 2020

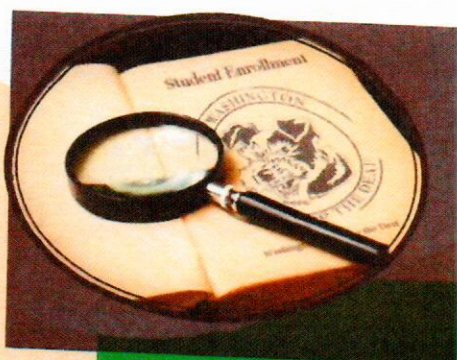
School Year: 2019-2020

Elementary: 56 Middle: 24 High: 40 Enrollment: 126

Day: 71 Residential: 49 Behavior Referrals: 50

WaCAD: 6

*These are on-campus enrollment numbers only.
Outreach data is included in the outreach report in this packet.*



WSD